

Polk County Jail
Policy and Procedures Manual

C. Safety and Security

C-905 SECURE CONTROL POST ORDERS

Hours of Duty:

First Shift: 0600-1430
Second Shift: 1400-2230
Third Shift: 2200-0630

Days:

Sunday through Saturday

Equipment:

Badge	Black Pen
Portable Radio	Handcuffs with Case
Handcuff key	Name plate
Latex Gloves	

GENERAL INSTRUCTIONS

1. The Secure Control Officer must report in full duty uniform.
2. Read and follow Secure Control Officer post orders.
3. Complete logs and necessary reports before going off duty.
4. Know emergency evacuation procedures for the facility.
5. Inspect the condition of all jail equipment at that post.
6. Officers may deviate from general orders under emergency situations and/or at the direction of the shift supervisor or other command staff.
7. Times noted on the Post Orders are approximate and subject to change depending on availability of staff, security needs and exigent circumstances.
8. Read and follow jail and departmental policy and procedure.

SCHEDULED DUTIES

First Shift: 0600-1430

0600	Shift Briefing
0615	Shift change on post
	Exchange radio
	Read shift log on JMS
	Visually inspect Secure Control area with off-going officer
	Wake-up/lights on
	Head count
0630-1400	Operate pod controls as necessary
1400	Prepare for shift change



1415 Exchange radio
Head count
1430 Off duty

Second Shift: 1400-2230

1400 Shift Briefing
1415 Shift change on post
Exchange radio
Read shift log on JMS
Visually inspect Secure Control area with off-going officer
Head count
1445 Meal count to kitchen
1445-2200 Operate pod controls as necessary
2200 Prepare for shift change
2215 Exchange radio
Head count
2230 Off duty

Third Shift: 2200-0630

2200 Shift Briefing
2215 Shift change on post
Exchange radio
Read shift log on JMS
Visually inspect Secure Control area with off-going officer
Head count
Lights out
2230-0600 Operate pod controls as necessary
0600 Prepare for shift change
0615 Exchange radio
Head count
0630 Off duty

NON-SCHEDULED DUTIES

1. Operate pod controls as required.
2. Maintain communication with Floor Officer and Master Control Officer to ensure smooth operation of the facility.
3. Monitor closed-circuit television system.
4. Monitor the housing units and activity rooms (when occupied).
5. Give commands over the intercom to inmates in the housing units as required (headcounts, meals, medications, etc).
6. Report to the shift supervisor as required.
7. Clean/maintain area and equipment as needed.

Signatures:

Sheriff

Date

Jail Administrator

Date

I, _____, hereby acknowledge receiving a copy of the duties and responsibilities required by this post (Secure Control). I understand the duties, procedures and responsibilities set forth by this post.

Officer's Signature

Date & Time